

Internship Syllabus

COURSE DESCRIPTION: This course is a work-related experience in a private, public, or governmental organization enhancing the applications of the concepts and theories in the student's major area.

REQUIRED SKILLS: Students must be able to physically perform the work at the internship site using the site's currently existing tools/equipment.

COURSE OBJECTIVES: The student will receive hands-on work experience in his/her major.

PREREQUISITES: Junior or Senior status and a minimum GPA of 2.0

MEETING TIME & PLACE: Decided by the student, faculty coordinator and the on-site supervisor.

EVALUATION: Your final grade will be determined by the following:

Internship Paper 20%

Site Director's Evaluation 50%

Weekly Journals 30%

ABSENCE POLICY: Any student who is absent for more than 1/3 of the internship hours will automatically receive an administrative F in the course. Any absences and late arrivals to the Internship site will affect the student's grade.

GRADING:

90-100	A
80-89	B
70-79	C
60-69	D
BELOW 60	F

HONESTY/INTEGRITY: Any student efforts applicable to course credit are required to comply with Linton Global College policy standards for academic honesty and integrity.

Internship Report Guidelines

All interns are required to develop a written report evaluating their work experience. The guidelines for the report are as follows:

- I. The report must be at least 6 double-spaced pages (not including cover page), typed with Times New Roman 12 point font with all margins 3cm.
- II. The report should contain the following:
 - 1 **Cover Page** to include the following:
 - a. Name of Company
 - b. Your name
 - c. A report submitted to (Faculty Coordinator) _____ in partial fulfillment of the course requirements for Internship/Research Project class.
 - d. Date the report was submitted
 - 2 **Report Body** to include the following:
 - a. Your job description
 - b. Major duties/tasks performed
 - c. Relevance of your academic training to the job (how well do you think your studies prepared you for this particular job)
 - d. Self-assessment of your work (how well you think you did)
 - e. Problems encountered and how they were resolved
 - f. Positive aspects of the work experience.
 - g. Would you recommend that other interns have the opportunity to work at this job site? Why or why not?

NOTE: The intern report must be submitted by the student to the Faculty Coordinator seven (7) days before the semester of the internship ends.

Linton
Global College Internship Weekly Reaction Paper

Intern Name:	
Company Name:	
Report Period:	

Describe your activities for the past work week (If you are a part-time intern, describe the past 40 hours of work). What challenges did you face? What were some dilemmas you faced and resources you used to help you find solutions? What have you learned about your skills? How can you relate your activities to your academic concepts or course work?

Supervisor's Evaluation Form

Supervisor:		Intern Name:	
Department & Position:		Review Period:	

Please consider each factor independently and circle the appropriate RATING NUMBER.

Performance factors to be evaluated

JOB KNOWLEDGE & SKILL	How adequate is the intern's knowledge and skill for the requirements of the position?				
	Outstanding	Good	Average	Marginal	Unsatisfactory
	5	4	3	2	1
Comments?					
INITIATIVE	How is the intern's quality and quantity of work? Can the intern work well without supervision?				
	Outstanding	Good	Average	Marginal	Unsatisfactory
	5	4	3	2	1
Comments?					
COMMUNICATION	How effective is the intern's verbal and written communications with peers, co-workers, and customers?				
	Outstanding	Good	Average	Marginal	Unsatisfactory
	5	4	3	2	1
Comments?					
LEARNING	How well has the intern learned the procedures and principles associated with this position?				
	Outstanding	Good	Average	Marginal	Unsatisfactory
	5	4	3	2	1
Comments?					
DEPENDABILITY	How dependable is the intern with regard to attendance and punctuality?				
	Outstanding	Good	Average	Marginal	Unsatisfactory
	5	4	3	2	1
Comments?					
ATTITUDE	How satisfactory is the intern's attitude toward the job, employees, and the company? How does the intern treat customers?				
	Outstanding	Good	Average	Marginal	Unsatisfactory
	5	4	3	2	1
Comments?					
SIGNATURE:			DATE:		